

INDUSTRIAL COLLEGE OF THE ARMED FORCES  
Washington, D. C.

MEMORANDUM FOR:

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SUBJECT: Seminar Presentation Information

The following is furnished as information of interest to you in preparing for your seminar presentation at ICAF:

1. Industrial College of the Armed Forces

a. The Industrial College of the Armed Forces is a joint educational institution operating under the direction of the Joint Chiefs of Staff. It is the capstone of our military educational system in the management of logistic resources for national security. The mission of the College is to conduct graduate level courses of study in national security with emphasis on management of national resources under current and predicted environments. Such studies will include both national and world interrelated military, economic, political, scientific, and social factors, with the objective of enhancing the preparation of selected military officers and civilian personnel for positions of high trust in the national and international security structure.

b. Location.

The College is located at Fort Lesley J. McNair, 4th and P Streets, S. W.; approximately ten minutes from the center of the city of Washington. The College occupies the only modern building on the Post and is located at the south end of Fort McNair.

2. Student Body.

The student body totals 180. The 147 officer students are from the Army, Navy, Air Force, Marine Corps and Coast Guard, in the rank of Colonel/Captain and Lt. Col./Commander. In addition, 33 top ranking civilian students are selected to attend from the Department of Defense and other departments and agencies within the Federal Government. Over half of the 180 students possess graduate level degrees on arrival at ICAF.

JCS review completed.

25 YEAR RE-REVIEW

3. General.

a. Normally the seminar panelist will give a fifteen to twenty minute formal presentation followed by a discussion period. About mid-way in the 1.5 hour session a ten minute break is scheduled. Upon return the discussion is continued until the end of the session. The Industrial College puts great emphasis on the discussion period.

b. The following faculty member will keep in touch with your office to offer information and assistance as desired:

Colonel Harwell L. Boyd, Jr.  
Name

693-8417  
Phone No.

4. Audience.

Seminars normally consist of fifteen students and a faculty member. Since members of the class wear civilian clothes, the audience will appear to be primarily civilian. Name plates of the participating students will be displayed on the conference table.

5. Seminar Rooms.

The seminar rooms are air-conditioned, vary in size and can seat 20 to 35 people.

6. Visual Aids.

a. The seminar rooms are equipped for showing the usual types of visual aids--motion pictures, slides, transparencies, easel displays, and also contain maps, blackboards and a lectern. The visual aids are limited as follows:

(1) Motion Pictures:

16 millimeter film projector with optical or magnetic sound head.

(2) Slides:

Projector accommodates 2" x 2" and 3-1/4" x 4" slides. (Lettering on slides should not be smaller than 1/20" in height)

(3) Vu-graphs:

Projector accommodates 10" x 10" vu-graphs.

b. The College has facilities for the production of visual aids, provided two weeks advance information is given. Should you desire visual aids, please transmit your material to the College as far in advance of the scheduled date of the presentation as practicable.

7. Privacy of Seminar Presentations.

a. You are assured that what you say in the seminar room is on a non-attribution basis and will not be repeated or discussed outside the College.

b. Material of a classified nature must be so designated by you. Thereafter, in addition to the treatment outlined above, it will be handled as prescribed in current security regulations.

8. Use of Material by the College.

Seminar sessions are not recorded. All material presented or distributed will not be circulated beyond the confines of the College without your permission, and only after such editing as you may require.

9. Guest Facilities.

There are no housing accommodations for transient visitors at Fort McNair. The College will make hotel reservations, at the speaker's expense, if requested.

10. Transportation.

If desired, the College will provide transportation from the local hotel, office, or place of business to the College and return. Pickup time will be approximately forty-five minutes before presentation time. Arrangements may be made with the assigned faculty member.

11. Honorarium.

Guests who are not in government service are offered an honorarium in the letter of invitation. This honorarium includes both a fee for the presentation and a fee to cover his travel expenses.

12. Miscellaneous.

So as to have coffee with the faculty and other guest panelists prior to the seminar, it is requested that you arrive at the College twenty or thirty minutes before the presentation time if it can be conveniently arranged.